



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-147 (Those who applied under announcement number 03-122, need not reapply.)
POSITION: Librarian
SERIES/GRADE: PG-1410-9/11
SALARY RANGE: \$40,044 - \$62,991 PA
ISSUE DATE: 07/07/03
CLOSING DATE: 07/25/03
NUMBER OF VACANCIES: Two
ORGANIZATION: Library Programs Service
Library Division
Classification and Cataloging Branch
Office of the Branch Chief
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-12
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES: The incumbent performs descriptive cataloging of serials and integrating resources published in all formats (paper, microfiche, machine readable data files, audio-visual resources, and electronic web accessible documents) by U.S. Government agencies. Performs subject cataloging, analyzing all material cataloged in order to assign appropriate LC subject terms for retrieval purposes. Appropriately determines and applies correct LC Subject Headings (LCSH) for subject cataloging of resources in all formats. Recommends and establishes new subject headings to be added to the LCSH files when necessary. Creates original bibliographic records or adapts already existing records using records from the OCLC database, in conformance with standards for cataloging established by the GPO Cataloging Guidelines and by national cataloging authorities. Creates and provides national-level quality bibliographic records for serials and periodicals for the OCLC database, through participation in the Cooperative Online Serials (CONSER) Program. Determines the type of cataloging required for effective access to electronic serial publications. Evaluates web based serial documents to determine their usefulness and applicability for inclusion in the Federal Depository Library Program (FDLP). Correctly assesses the nature of cataloging problems associated with online serial websites and devises solutions. Monitors and identifies changes in electronic resources that require revision of cataloging. Suggests policies and procedures needed for bibliographic access to electronic resources in consultation with appropriate staff. Participates in the enhancement of access and bibliographic control/cataloging of electronic resources. Creates, maintains, and modifies serials holdings records in support of the FDLP Electronic Collection and physical collections of FDLP libraries. Utilizes MARC tagging for serials and integrating resources relative to audio-visual, machine readable data, and web based online documents to create internationally standardized and accepted cataloging records, including creative uses of metadata as appropriate. May, as necessary, create, modify, and adapt records for maps, monographs, and integrating resources. Creates, maintains, and modifies serials holdings records in support of the FDLP Electronic Collection and physical collections of FDLP libraries in accordance with SOD 71.

QUALIFICATIONS: For the PG-09: Applicants must have completed 2 full years of progressively higher level graduate education or master's in library science, at an accredited college or university, or possess 52 weeks of specialized experience in librarianship that demonstrates the ability to perform, supervise, or direct one or more major functional areas of librarianship equivalent to the next lower grade level. For the PG-11: Applicants must have completed 3 full years of progressively higher level graduate education in library science or doctoral degree in library science, or possess 52 weeks of specialized experience in librarianship equivalent to the next lower grade level.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit

promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of the theories, principles and techniques of librarianship; with emphasis on cataloging according to AACR2 (Anglo-American Cataloging Rules, 2nd edition 2002 Revision), in order to perform in-depth descriptive cataloging and subject analysis.
2. Knowledge of the CONSER Program and related publications and cataloging standards.
3. Knowledge of concepts and applications of standards and practices for organizing information, and retrieval on the Internet using various search engines.
4. Knowledge of the publishing practices of U.S. Government agencies and their effect on information needs of the public and librarians working in university, public and special libraries.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

ALL applicants must include:

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability. Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202)512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****